



## New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	196	Determination Of Eligibility For Functional Services From The Division Of Children'S System Of Care	1/21/2014
Subchapter:	4	Determination Process And Notification Procedures	
Section	2	<b>Notice requirements (N.J.A.C. 10:196-4.2)</b>	

### §10:196-4.2 Notice requirements

(a) Notice of the status of the application for eligibility for functional services is provided to the applicant within 60 days of the receipt of a completed application.

(b) If the eligibility decision cannot be made within 60 days from receipt of a complete application for determination of eligibility for services, then the applicant is advised, in writing, as to the specific reasons why a determination cannot be made, and shall be informed of the status of the application at least every 30 days. The written notice shall include the name and telephone number of a contact person for additional information about the status of the application.

(c) The applicant is notified in writing within 10 working days of the eligibility determination.

1. If the applicant is found eligible for functional services, notice shall include information regarding the particular functional service deemed most appropriate at the time of the determination, the immediate availability of such services, or alternative service.

2. If the individual is found ineligible, notice shall include the specific reason(s) for the ineligibility determination and shall include information regarding the individual's right to appeal the determination of ineligibility.

-End-